

Janice K. Brewer
Governor



Scott A. Smith
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR

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NON-DISCRIMINATION POLICY

The Arizona Department of Administration is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunity and prohibits discriminatory practices, including harassment. Therefore, the Arizona Department of Administration commits itself to the attached ADOA Non-Discrimination policy.

- The Arizona Department of Administration has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination and retaliation.
- The Arizona Department of Administration will make every reasonable effort to ensure that all concerned are familiar with this policy and aware that any complaint of violation of such policies will be investigated and resolved appropriately.
- The Arizona Department of Administration will post our Equal Opportunity Policy Statement. This policy is at www.azdoa.gov, http://www.hr.az.gov/HR_Professional/index.asp and on the bulletin board in the main lobby of the ADOA Building, 100 N. 15th Ave., Phoenix, AZ 85007 as well as on bulletin boards in other ADOA facilities.
- All employment announcements shall include the phrase:
"AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"

As Director of the Arizona Department of Administration, I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Policy throughout all levels of the Department, Ron Loyd shall serve as the Equal Opportunity Administrator for the Arizona Department of Administration. Ron Loyd may be contacted at (602) 542-0680 or ron.loyd@azdoa.gov.

A handwritten signature in black ink, appearing to read "Scott A. Smith".

Director's Signature

2/25/11
Date

Any employee who has any questions or concerns about this policy should talk with ADOA, Human Resources, Employee Relations staff at 602-542-4920, or the Governor's Office of Equal Opportunity, <http://azgovernor.gov/eop/index.asp> - 602-542-3711.